

**CLASS TITLE:       ASSOCIATE DIRECTOR, TRANSPORTATION  
                          PLANNING & PROGRAM DEVELOPMENT (DOT)**

Class Code: 02555900  
Pay Grade: 45A  
EO Code: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to be responsible for the administration, development and implementation of transportation planning and program systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations; to serve as Deputy Director in case of absence or incapacity; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director and Deputy Director with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and written reports for conformance to departmental objectives, laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, directs, coordinates and reviews the work of subordinate professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration, development and implementation of statewide transportation planning and program systems to ensure effective and efficient achievement of departmental policies, goals and objectives.

To perform responsible administrative and supervisory work assisting the Director and Deputy Director in planning, coordinating, implementing and controlling the functions of various transportation planning programs, including intermodal planning, traffic research, asset management, plans and document management, and geographic information systems.

As assigned, to be responsible for coordinating and administering various financial programs, including capital programming and federal grants management.

To assist the Director by relieving him/her of administrative details involving contact with division heads, state officials or the public.

As assigned, to serve as Deputy Director in case of absence or incapacity.

To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, inefficiencies and ineffectiveness.

To oversee the formulation and implementation of new proposals and policies for transportation planning.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent the Director at such meetings or conferences.

Within the Department of Transportation, to be responsible for the development and implementation of management support systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations.

To be responsible for developing, overseeing and maintaining an efficient system of management information.

To be responsible for overseeing the development and maintenance of a comprehensive program for document management of plans, contracts, consultants and utility invoices and other agency records.

As required, to assist in labor management relations and personnel administration.

To do related work as required.

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of transportation and community planning; a thorough knowledge of governmental planning, budgeting and evaluation processes and the ability to apply them in a system of management and support services; a thorough knowledge of the principles and practices of fiscal planning and grant management; a working knowledge of the principles, procedures and technology related to the development of geographic information systems; a thorough knowledge of the policy development and management systems; extensive skills in writing and public speaking; a working knowledge of and the ability to apply traffic research information in a transportation planning program; a working knowledge of document management programs; a working knowledge of the standard practices utilized in capital budgeting; a working knowledge of asset and facilities management; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, governmental officials, and the general public; the ability to coordinate the activities of a large staff engaged in providing various planning and support services; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree in Planning, Public Administration, Business Administration, or Systems Management or a related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible administrative position involving transportation or community planning, financial management, data management, and program planning and evaluation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 2, 2014